



CANNON BUILDING
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STATE OF DELAWARE
BOARD OF NURSING HOME ADMINISTRATORS

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PUBLIC MEETING MINUTES:	BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
MEETING DATE AND TIME:	Tuesday, November 10, 2015 at 1:00 p.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Cannon Building, Second-Floor Conference Room B
MINUTES APPROVED:	January 12, 2016

MEMBERS PRESENT

Mike Salitsky, Professional Member, President
E. Ray Quillen, Professional Member, Vice President
Jane Ketterman, Professional Member, Secretary
Cecilia Jones, Public Member
Jenifer Vaughn, Public Member
Gwen Benton, Public Member
Eleanor Allione, Healthcare/Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Kevin Maloney, Deputy Attorney General
Flora Peer, Administrative Specialist II

MEMBERS ABSENT

Tim Bane, Public Member

PUBLIC PRESENT

CALL TO ORDER

Mr. Salitsky called the meeting to order at 1:02 p.m.

REVIEW AND APPROVAL OF MINUTES

The Board reviewed the minutes of the October 13, 2015 meeting. Mr. Salitsky made a motion, seconded by Ms. Ketterman, to approve the minutes as presented. The motion carried unanimously.

UNFINISHED BUSINESS

Continuing Education – Self Study/Online Course Limit

Ms. Ketterman made a motion, seconded by Mr. Salitsky, to accept the proposed changes as written. The motion carried unanimously.

NEW BUSINESS

ELECTION OF OFFICERS

Ms. Ketterman made a motion, seconded by Ms. Benton, to nominate the current set of officers for another year. The motion carried unanimously.

RATIFICATION OF LICENSURE – None

REVIEW OF APPLICATIONS FOR LICENSURE

Timothy Yoder (AIT)

Mr. Quillen reviewed Mr. Yoder's application for the Board. Mr. Quillen made a motion, seconded by Ms. Ketterman, to approve Mr. Yoder for a 12 month AIT program. The motion carried unanimously.

Bruce Martins (AIT)

Mr. Quillen reviewed Mr. Martins' application for the Board.. Mr. Quillen made a motion, seconded by Mr. Salitsky to approve Mr. Martins' for to sit for the NAB exam. The motion carried unanimously.

REVIEW OF AIT PROGRESS REPORTS

Tina Larose – 40 hour AIT

Mr. Quillen reviewed Ms. Larose's 40 hour AIT report for the Board. Mr. Quillen made a motion, seconded by Ms. Vaughn, to approve Ms. Larose to sit for the NAB exam. The motion carried unanimously.

REVIEW OF AIT SUMMARY REPORT

Ms. Peer summarized the status report of the current AITs.

REVIEW OF CONTINUING EDUCATION APPROVAL REQUESTS

Delaware Health Care Facilities Assoc., "DHCFA's 25th Holiday Seminar", December 10, 2015, Requesting 3 CEUs

Mr. Quillen reviewed the request for the Board. Delaware Health Care Facilities Association request three continuing education credits for the *DHCFA's 25th Holiday Seminar*. Mr. Quillen made a motion, seconded by Ms. Ketterman, to approve DHCFA's request for 3 CEUs. The motion carried unanimously.

COMPLAINT STATUS

REVIEW AND CONSIDERATION OF CONSENT AGREEMENT

Andrew Byrd

The Board discussed the consent agreement. Mr. Salitsky made a motion, seconded by Mr. Quillen to approve the consent agreement. The motion carried unanimously.

CORRESPONDENCE

REVIEW OF AUDITS

OTHER BUSINESS BEFORE THE BOARD

PUBLIC COMMENT

No public comment.

NEXT SCHEDULED MEETING

The next meeting is scheduled to be held on Tuesday, January 12, 2016 at 1:00 p.m. in the second-floor Conference Room B of the Cannon Building located at 861 Silver Lake Boulevard,

Dover, Delaware.

ADJOURNMENT

There being no further business, Mr. Salitsky made a motion, seconded by Ms. Vaughn, to adjourn the meeting at 1:30 p.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Flora Peer". The signature is fluid and cursive, with the first name "Flora" and last name "Peer" clearly distinguishable.

Flora Peer
Administrative Specialist II
Board Liaison

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.